

OS REGISTRY

FILE

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10 DEC 1975

MEMORANDUM FOR: Chief, Regulations Control Branch  
SUBJECT : Proposed Employee Bulletin Relative  
to Holiday Safety Suggestions

Attached is an Employee Bulletin relative to holiday safety suggestions. Please publish in sufficient time to be meaningful during the holiday season.

25X1A

[REDACTED]  
Director of Security

Atts

Distribution:

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EMPLOYEE BULLETIN

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No.

Date

HOLIDAY SAFETY SUGGESTIONS

The following are frequently encountered hazards which should not be overlooked if we are to enjoy a safe and memorable Christmas holiday.

1. Christmas trees should not be positioned near sources of heat.
2. Christmas tree lights should bear the Underwriters' Laboratories (UL) label which means that they have been pretested.
3. Even if the lights are UL approved, always check every string for splits in the wiring and fraying.
4. Do not leave Christmas tree lights on when the home is unattended or the family has retired for the night.
5. Do not use candles on Christmas trees.
6. Select only fresh trees.
7. Use nonflammable ornaments and unbreakable ornaments on lower branches which are within the grasp of little children.
8. Lights on a metallic tree are an electric shock hazard - use indirect lights.
9. The holiday season can mean a cup of cheer but don't endanger yourself or others. Alcohol is a factor in more than half of all traffic accidents. If you drink, don't drive.
10. Remember to take into consideration seasonal traffic hazards such as slippery roads, poor visibility, and heavy traffic when you drive during the holiday season.

HAVE A SAFE AND HAPPY HOLIDAY

Employee Bulletin

As we approach the festive Christmas Yule Season, let us all remember that this is suppose to be a joyous time to celebrate with our families, not a time to mourn the loss of our homes or loved ones as a result of a fire or accident.

There are many fire hazards associated with decorating for Christmas. The following are frequently encountered hazards which we cannot overlook if we are to enjoy a safe and memorable Christmas holiday.

- Your Christmas tree should not be positioned near sources of heat such as heat convectors, electric baseboard heaters or fireplaces.
- Christmas tree lights should bear an Underwriters' Laboratories (UL) label which means they have been pretested for an electrical short circuit conditions. Even if the lights are UL approved, always check each string for splits in the wiring and fraying yourself. Do not overload the electrical outlet your tree lights are plugged into.
- Don't leave your Christmas tree lights on when you leave your home unattended or retire for the night.
- Don't use candles in lieu of or to supplement electric tree lights.
- Select only fresh trees. If the needles fall it is too dry. Use nonflammable ornaments and unbreakable ones on lower branches where small children can reach them. Lights on a metallic tree are an electric shock hazard - use indirect light.

The Holiday Season is a time of festivity and for a cup of cheer or two, but don't endanger yourself or others as a result. Alcohol is a factor in more than half of all traffic accidents. Alcohol may not be a concern in your driving, but there are other seasonal hazards such as slippery roads, bad visibility and heavy holiday traffic.

BASIC

Before you buy a toy on impulse, think a minute. A toy should fit the age and ability of the child. Very small children should not get toys with sharp edges or small parts that can be pulled off and swallowed. Electrical toys should have the UL label. Try to select flame-retardant clothing for any child on your list.

The Safety Staff wishes you a Merry Christmas and a Happy New Year.